

# Daily Job Search Schedule.

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Time	Activity
7:00 – 7:30	<b>Wake Up &amp; Mindfulness</b> <ul style="list-style-type: none"><li>- Have a glass of water.</li><li>- Spend a few minutes stretching or doing light yoga.</li><li>- Quick guided meditation or breathing exercise.</li></ul>
7:30 – 8:00	<b>Breakfast &amp; Quick Clean-Up</b> <ul style="list-style-type: none"><li>- Eat a balanced meal (porridge, toast, fruit).</li><li>- Tidy up kitchen or living space.</li></ul>
8:00 – 8:15	<b>Planning Session</b> <ul style="list-style-type: none"><li>- Check your schedule and set top 3 goals for the day.</li><li>- Review any upcoming online events or job fairs.</li></ul>
8:15 – 10:00	<b>Focused Job Search &amp; Applications</b> <ul style="list-style-type: none"><li>- Search online job boards (e.g., Indeed, LinkedIn, Reed).</li><li>- Work on tailoring CVs or cover letters.</li><li>- Send new applications.</li></ul>
10:00 – 10:15	<b>Short Break</b> <ul style="list-style-type: none"><li>- Grab a cup of tea or coffee.</li><li>- Step outside for fresh air.</li></ul>
10:15 – 11:30	<b>Networking &amp; Follow-Ups</b> <ul style="list-style-type: none"><li>- Reach out to contacts on LinkedIn.</li><li>- Email any recruiters or follow up on pending applications.</li><li>- Schedule informational interviews if applicable.</li></ul>
11:30 – 12:00	<b>Skill Building</b> <ul style="list-style-type: none"><li>- Take a free online course (e.g., OpenLearn, YouTube tutorials).</li><li>- Practise a new skill relevant to your field.</li></ul>
12:00 – 13:00	<b>Lunch &amp; Relaxation</b> <ul style="list-style-type: none"><li>- Prepare a nutritious meal or snack.</li><li>- Unplug from screens; read a book or listen to music.</li></ul>
13:00 – 13:15	<b>Mindful Reset</b> <ul style="list-style-type: none"><li>- Quick breathing exercise or stretch.</li><li>- Refocus on your goals for the afternoon.</li></ul>
13:15 – 14:30	<b>Targeted Applications &amp; Research</b> <ul style="list-style-type: none"><li>- Look up companies you're interested in and prepare speculative applications.</li><li>- Research industry news to stay informed.</li></ul>
14:30 – 14:45	<b>Short Break</b> <ul style="list-style-type: none"><li>- Hydrate and have a light snack.</li><li>- Move away from your workspace—do a quick walk or stretch.</li></ul>
14:45 – 15:30	<b>CV Refinement or Portfolio Work</b> <ul style="list-style-type: none"><li>- Update your CV or online portfolio with recent courses, volunteer work, or projects.</li><li>- Gather references if needed.</li></ul>
15:30 – 16:00	<b>Admin Tasks &amp; Organisation</b> <ul style="list-style-type: none"><li>- Update your Application Tracker (date applied, response, follow-up, etc.).</li><li>- Check emails or voicemails.</li></ul>
16:00 – 16:15	<b>Short Break</b> <ul style="list-style-type: none"><li>- Take a mindful pause, drink water, or do a brief relaxation exercise.</li></ul>
16:15 – 17:00	<b>Personal Development &amp; Reflection</b> <ul style="list-style-type: none"><li>- Journal about your day's progress, frustrations, or wins.</li><li>- Note any new skills you want to explore tomorrow.</li></ul>
17:00 Onwards	<b>Wind Down &amp; Personal Time</b> <ul style="list-style-type: none"><li>- Close out job-related tasks for the day.</li><li>- Pursue hobbies, spend time with friends/family, or exercise.</li></ul>

## Tips for Success

1. **Adapt as Needed:** If mornings aren't your strong suit, shift the schedule a bit later.
2. **Stay Flexible:** Some days may need more time for interviews or skill-building; others may require errands or personal appointments.
3. **Include Breaks:** Regular mental and physical breaks can significantly reduce stress.
4. **Set Achievable Goals:** Outline no more than 3 main tasks each day—quality often trumps quantity.
5. **Celebrate Small Wins:** Finishing a course module, sending out five well-tailored CVs, or even taking a well-deserved break are all worth acknowledging.

